



KATHY HOCHUL  
Governor

DANIEL F. MARTUSCELLO III  
Acting Commissioner

## ***PURCHASING MEMORANDUM***

### ***Invitation for Bids Update***

**DATE:** June 23, 2023

**PLEASE ADDRESS INQUIRIES TO:**

Melissa Jones, Contract Management Specialist I  
Telephone: (518) 436-6321, Extension 2512  
E-Mail: [Melissa.jones@doccs.ny.gov](mailto:Melissa.jones@doccs.ny.gov)

**IFB NO.:** PA23015

**TITLE/COMMODITY:** NYC Food Service Cleaning Products (Great Meadow CFI)

**BID DUE DATE/TIME:** July 13, 2023 / 2:00 pm

**CONTRACT PERIOD:** October 1, 2023, through September 30, 2025, w/renewal options

**SUBJECT:** Change in Bid Opening / Revised 2023 Appendix A

**TO:** All Prospective Bidders

In reference to the above bid solicitation,

Please be advised that the Bid Opening Date has been changed to Thursday, July 20, 2023, at 2:00 pm. Please ensure that your bid arrives by 2:00pm, as no bids will be accepted after that time. In addition to the extended Bid Opening Date, please take time to review the updated Appendix A, "Standard Clauses for NYS Contracts".

**All other terms and conditions of the Invitation for Bids remain the same.**

**This Purchasing Memorandum is to be signed, submitted and made a part of your bid. If you have any questions, do not hesitate to contact the Purchasing Agent listed on top of this memorandum.**

VENDOR: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

SIGNATURE OF BIDDER: \_\_\_\_\_

DATE: \_\_\_\_\_